

Reference Number:	400-18-DD
Title of Document:	Possession of Weapons on DDSN Property
Date of Issue:	November 1, 1997
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Date of Last Revision:	November 1, 1997
Applicability:	All DDSN Employees

The Language used in this policy does not create an employment contract between the employee and the Department of Disabilities and special Needs (SCDDSN). **SCDDSN reserves the right to revise the contents of this policy, in whole or in part.**

PURPOSE:

To enhance the safety and security of DDSN employees and the individuals we serve and to insure compliance with state and local laws and policies of the South Carolina Department of Disabilities and Special Needs.

Statement of Policy

- A. The possession of all weapons is prohibited on DDSN property including but not limited to parking lots, roads, buildings, state vehicles or privately owned vehicles while on DDSN property. Weapons include all firearms, including concealed handguns, hunting knives, mace, tear gas, stun guns and any similar devices. Persons found to possess firearms or other weapons will be immediately suspended pending investigation. Employees who violate this policy are subject to the disciplinary policy directive and may be terminated from employment.
- B. Visitors to DDSN facilities are subject to South Carolina Department of Disabilities and Special Needs' policies, rules and regulations in addition to South Carolina State and local laws.
- C. Anyone observing or having knowledge of violations of the above shall immediately notify as appropriate, the Director, Human Resources and Legal Services; District Director; Facility Administrator; or the Public Safety Officer on duty for appropriate action. In their absence, the Facility Administrative Officer of the Day (A.O.D.) will be notified.
- D. To ensure compliance with State Law 23-31-205 and provide notification to DDSN employees and visitors to our facilities, appropriate signs will be posted at the entrance to

all of our facilities. Additionally, the contents of this policy should be covered in initial orientation training.

Wayne D. Blanton
Director, Human Resources and Legal
Services
(Originator)

Stanley J. Butkus, Ph.D.
State Director
(Approved)